

LOUGHTON TOWN COUNCIL
ANNUAL COUNCIL MEETING

MINUTES of the Annual Council Meeting held on Wednesday 11th May 2005 at 7.45 p.m. at 1 Buckingham Court.

Present:

C C Pond (in the Chair for minute nos. 1 and 2)		
M W Wardle (in the Chair from minute no. 3)		
C E Baggarley	J Benjamin	R E Brookes
M R M A Chalk	L Daniel	M L Daniel
S M Harper	W T Lattimore	B W Moore
E C Murphy	R E Pearce	R J Pennington
S Pewsey	C P Pond	J Davis
P S Sheen	R W Sheen	D J Wixley
J L Woods		

Officers:

L R Fuller (Town Clerk)
E Walsh (Deputy Town Clerk)

1 member of the press

71 Apologies for Absence

Apologies for absence had been received from Cllr K E Angold-Stephens.

72 Election of the Town Mayor of the Council for 2005/2006

Cllr M W Wardle was proposed and seconded and, there being no other nominations, Cllr Wardle was elected Town Mayor. He duly executed the Declaration of Acceptance of Office and took the chair and was presented with the Town Mayor's badge.

73 Appointment of Deputy Town Mayor of the Council for 2005/2006

Cllr J M Woods was proposed and seconded and, there being no other nominations, Cllr Woods was appointed Deputy Town Mayor.

74 Confirmation of Minutes

The minutes of the meeting held on 20th April 2005, amended at minute no. 65 from those circulated, were CONFIRMED as a correct record and signed by the Chairman.

75 Declarations of Interest

No Declarations of Interest were made.

76 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2005/2006

76.1 Planning

Cllrs M Daniel, Moore, Murphy, Pearce, P Sheen, Wardle and Woods, were nominated and appointed to the Planning Committee. Cllr P Sheen was elected Chairman and Cllr Moore Vice Chairman.

76.2 Community

Cllrs Benjamin, Brookes, Harper, Lattimore, P Sheen, R Sheen and Wixley were nominated and appointed to the Community Committee. Cllr Harper was elected Chairman and Cllr Wixley Vice Chairman.

76.3 Environment, Heritage and Leisure

Cllrs Chalk, M Daniel, Davis, Pennington, Pewsey, C C Pond and Woods were nominated and appointed to the Environment, Heritage and Leisure Committee. Cllr Woods was elected Chairman and Cllr C C Pond Vice Chairman.

76.4 Finance and General Policy

Cllrs Angold-Stephens, Baggarley, L Daniel, Pearce, C P Pond, Wardle and Woods were nominated and appointed to the Finance and General Policy Committee. Cllr Pearce was elected Chairman and L Daniel Vice Chairman.

76.5 Substitutions

In accordance with Standing Order 22.3(f) it was AGREED that the following persons be authorised to make substitutions for their respective groups:

Cllrs Harper and Pearce, Davis and P Sheen and L Daniel and M Daniel.

77 Nomination of Council Representatives for 2005/2006

77.1 The Council representatives on outside bodies for 2005/06 were AGREED as below:

Alderton County Infant School	Cllr J Davis (4 years to 9.10.2005) and for a further term depending on school constitution
Alderton County Junior School	S W Murray (4 years to 2007)
The Hereward County Primary (Single School)	Cllr C E Baggarley
Staples Road County Infant School	Cllr S M Harper (4 years to 2008)
Staples Road County Junior School	Cllr K E Angold-Stephens (4 years to 31.8.2006)
The White Bridge County Infant School	P Galloway (4 years to 11.03.2007)
The White Bridge County Junior School	Cllr D J Wixley (4 years to 15.09.2008)
St John Fisher RC Primary School	A Davis (4 years to 24.10.2006)
Loughton Lopping Endowment Fund	Cllr S Pewsey
Loughton Parochial Charities	D Rhodes (3 years to 22.6.2007) E J Retter (indefinitely)
Corporation of London Forest Forum	Cllr W T Lattimore (Cllr C E Baggarley as substitute)
Essex Association of Local Councils – Epping Forest Branch	Cllrs R E Pearce and J L Woods
Local Councils Liaison Committee	Cllrs R E Pearce and J L Woods
EALC - Larger Local Councils Forum	Cllr K E Angold-Stephens
Epping Forest Countrycare Liaison Group	Cllr J Benjamin
ECC Parish Passenger Transport Meeting	Cllrs L Daniel and C C Pond
Tree Wardens	Cllrs S M Harper, D J Wixley and J Davis
Town Centre Partnership (High Road, Loughton)	Cllrs P S Sheen and M W Wardle
Town Centre Partnership (The Broadway, Loughton)	Cllrs P S Sheen and W T Lattimore
Citizens' Advice Bureau Management Committee	Cllr J L Woods
Community Health	P Meadows
Town Centre Enhancement Focus Group (High Road)	Cllrs R E Pearce, P S Sheen and M W Wardle

Town Centre Enhancement Focus Group (The Broadway)	Cllrs L Daniel, M Chalk and P S Sheen
Loughton Police Community Forum	Cllrs R E Brooks, M Daniel, J Davis and W T Lattimore
Roding Gateway Project Steering Group	Cllr M R M A Chalk
Broadway Regeneration Steering Group*	Cllr R E Pearce (Cllr P S Sheen as substitute)
Roding Valley Nature Reserve Management Committee	Cllr M R M A Chalk

*The Head of Environmental Services at Epping Forest District Council would be asked if the Town Council could have two representatives on the Broadway Regeneration Steering Group.

77.2 Cllr Baggarley was APPOINTED as a third member to sit on the Grievance Hearing Panel and Cllr Davis to sit on the Disciplinary Appeal Panel.

77.3 Council Noticeboards

It was noted that in future posting notices would be carried out by officers.

78 Membership of Internal Council Groups

78.1.1 Strategy and Staff Group

Membership: Town Mayor, Deputy Town Mayor and committee chairmen plus Cllr L Daniel

78.1.2 Willingale Road Playing Field Management Committee

Membership: Cllrs M Daniel, Davis, P Sheen, Wixley and Woods (+ 4 representatives from outside bodies)

78.1.3 Community Centre Working Group

Membership: Cllrs Angold-Stephens, Brookes, M Daniel, Harper, P Sheen and D Wixley

78.1.4 Business Plan and Rolling Programme Group

Membership: Chairman & Vice-Chairman of the Finance & General Policy Committee, Cllrs Baggarley and Woods together with the Town Clerk and Deputy Town Clerk

78.1.5 Town Future Group:

Membership: Cllrs Angold-Stephens, Baggarley, Benjamin, L Daniel, Pearce, Pewsey, P Sheen and Wixley

78.2 Council Structure Review Working Group

It was AGREED that this working party should consist of all members of the Strategy and Staff Group together with Cllr C C Pond.

79 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
2517	A R Burford Steeplejacks Ltd	Cemetery Chapel safety test	6.65	44.65
2518	Select Business Equipment Ltd	Photocopier service charge & stationery	30.23	202.99
2519	Newsquest (London) Ltd	Annual Town Meeting advert	41.13	276.13
2520	EALC	Planning training course		123.00
2521	The Tool Shop	Replacement padlocks	6.69	44.94
2522	Phoenix Lifting Systems Ltd	Buck Crt lift service	11.38	76.38
2523	British Gas Trading Ltd	Buck Crt & KHall	91.62	711.41

2524	Foskett Marr Gadsby & Head	Community Centre legal fees	482.48	3,255.48
2525	Voluntary Sector Training	Play area safety course		25.00
2526	Lloyds TSB Commercial Finance Ltd (Signs Express)	Buck Crt entrance sign	8.75	58.75
2527	EALC	Annual subscription 05/06		1421.16
2528	Hagemeyer UK Ltd	Park Warden & Cemetery supplies	9.95	66.77
2529	Staples UK Ltd	Stationery	1.49	9.99
2530	Orion Media Marketing Ltd	Stationery	6.43	43.15
2531	London Energy	RVRec, KHall, WRPf, King's Green	17.43	365.82
2532	Essex County Council	WRPF grounds maintenance	120.20	807.03
2533	Epping Forest District Council	Refuse collection, Cemetery & Kingsley Hall	209.14	1,404.26
2534	Avery Weigh-Tronix	Postal rate chart (re-issue of cheque no 2491)	0.98	6.55
2535	Cash	Reimburse petty cash	1.49	47.90
Direct Debit	NatWest credit card	Diesel	4.47	30.00

Signed.....
Date 6th July 2005

LOUGHTON TOWN COUNCIL
COUNCIL MEETING

MINUTES of Council Meeting held on Wednesday 6th July 2005 at 7.45 pm at 1 Buckingham Court.

Present:

J L Woods (in the Chair)		
K E Angold-Stephens	C E Baggarley	J Benjamin
R E Brookes	M R M A Chalk	M L Daniel
J Davis	W T Lattimore	E C Murphy
R E Pearce	R J Pennington	S Pewsey
C C Pond	C P Pond	P S Sheen
D J Wixley		

1 member of the public

Officers: L R Fuller (Town Clerk)
J Innis (Administrative Assistant)

80 Apologies for Absence

Apologies for absence were received from Cllrs L Daniel, S Harper, B Moore, R Sheen and M Wardle.

81 Public Questions

No questions had been received.

82 Confirmation of Minutes

The minutes of the meeting held on 11th May 2005 were CONFIRMED as a correct record and signed by the Chairman.

83 Declarations of Interest

No Declarations of Interest were made.

84 Questions without discussion

No questions had been received.

85 Town Mayor's Engagements and Announcements

In the absence of the Town Mayor, the Deputy Town Mayor reported on two engagements she had attended on his behalf, namely the opening of the new apartment block at 107 High Road and the Loughton Cricket Festival.

86 Matters for Report**86.1 Membership of Internal Council Group**

It was agreed Cllrs C C Pond and M W Wardle should replace Cllrs K E Angold-Stephens and D J Wixley on the Town Future Group.

86.2 Roding Gateway Project Steering Group

The report was noted.

87 Reports from Members on Outside Organisations

87.1 The reports of the meetings of Essex Association of Local Councils, Epping Forest Branch, Epping Forest Local Councils' Liaison Committee and Essex Association of Local Councils were noted.

87.2 The Clerk read out a report of the Parishes' Transport meeting of 17th May 2005 attended by Cllr C C Pond.

88 Reports from Committees

88.1 Planning

The reports from the meetings held on 11th, 25th April, 9th, 23rd May and 13th June 2005 were NOTED.

88.2 Community

The report from the meeting held on 25th May 2005 was NOTED.

88.3 Environment, Heritage and Leisure

The report from the meeting held on 8th June 2005 was NOTED.

88.4 Finance and General Policy

The report from the meeting held on 29th June 2005 was NOTED.

89 Standing Orders – Min. no. 69

It was AGREED that the Standing Orders agreed by the Council on 20th April 2005 be amended as follows:

Appendix B

Members of the public able to address the Planning Committee

No. 4 Delete "4 p.m. on the working day preceding the meeting" and replace with "3 p.m. on the day of the meeting" on both occasions it arises in this paragraph.

Appendix C

Members of the public able to address the meetings of standing committees of the Council other than the Planning Committee

No. 5 Delete "4 p.m. on the working day preceding the meeting" and replace with "3 p.m. on the day of the meeting".

10.2.2 Financial Regulations

Delete second sentence of 9.6 so it reads "The Council shall maintain such level of general reserves as it considers prudent for the conduct of its business."

90 Annual Town Meeting

The members noted the matters raised at the Annual Town Meeting. There were no items to be referred to committees.

91 Christmas Card Competition 2005

Councillors volunteered to take blank entry forms and posters for the Christmas Card Competition into schools and encourage entries, and to collect and return them to the Town Council offices.

92 Voting as a commoner of Epping Forest

The members noted the report and it was agreed (1) the Council should register as a commoner of Epping Forest at the appropriate time to exercise its vote for the next and future elections of the verderers of Epping Forest and (2) to take any actions required to register including signing and sealing any documents if necessary. The decision on how the vote would be exercised was deferred to the next meeting of the Council.

93 Accounts for payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
2586	Public Works Loans Account	Buckingham Court loan repayment		14,103.23
2587	Royal Mail	Postage		250.00
Direct Debit	NatWest credit card	Diesel	5.66	38.00
2588	Fayers	Building maintenance at RVRec and WRPF Ch Rms	19.15	128.59
2589	Hagemeyer UK Ltd	Park & Amenities Warden equipment	6.22	41.77
2590	London Energy	Buck Crt	9.59	201.30
2591	Recreational Supply Services Ltd	RVRec playground repairs	219.20	1,471.75
2592	Lloyds Commercial Finance Ltd	Sign for public convenience in the Broadway	3.47	23.27
2593	Wicksteed Leisure Ltd	Felstead Rd playground access path	708.58	4,757.58
2594	Neopost Ltd	Franking machine service	14.98	100.58
2595	Hutton Construction Ltd	Community Centre construction fees	13,142.33	88,241.33

Signed.....

Date: 12th October 2005

LOUGHTON TOWN COUNCIL
COUNCIL MEETING

MINUTES of Council Meeting held on Wednesday 12th October 2005 at 7.45 pm at 1 Buckingham Court.

Present:

J L Woods (in the Chair)	J Benjamin	R E Brookes
K E Angold-Stephens	M L Daniel	J Davis
M R M A Chalk	W T Lattimore	B W Moore
S M Harper	R J Pennington	S Pewsey
R E Pearce	C P Pond	P S Sheen
C C Pond		
D J Wixley		

1 member of the public

Officers: L R Fuller (Town Clerk)
J Innis (Administrative Assistant)

94 Apologies for Absence

Apologies for absence were received from Cllrs E Murphy, R Sheen and M Wardle.

95 Public Questions

No questions had been received.

96 Confirmation of Minutes

The minutes of the meeting held on 6th July 2005 were CONFIRMED as a correct record and signed by the Chairman.

97 Declarations of Interest

No Declarations of Interest were made.

98 Questions without discussion

No questions had been received.

99 Town Mayor's Engagements and Announcements

In the absence of the Town Mayor, the Deputy Town Mayor reported on engagements attended by the Town Mayor, namely the Willingale Family event at St. John's Church, the opening of Vetsavers' surgery on the Broadway, British Legion End of World War II Thanksgiving Service and Parade and the opening of Haslers' new office. In the absence of the Town Mayor the Deputy Town Mayor had attended Debden Park High School poetry evening prize giving and the opening of the sensory garden at Gable Lodge.

100 Matters for Report**100.1 Voting as a commoner of Epping Forest – Min. no. 92**

It was AGREED the Deputy Town Mayor or, in her absence, any other committee chairman, be nominated to act as a proxy to vote on behalf of the Council. The vote should be exercised at her own discretion after consultation with as many chairmen and vice chairmen as possible.

- 100.2** The Clerk reported that Essex County Council Street Lighting Policy consultation document was available in the office.
Cllr C C Pond declared a personal but non-prejudicial interest in this item as he is a member of Essex County Council.
- 101 Reports from Members on Outside Organisations**
- 101.1** The reports of the meetings of Community Health, Essex Association of Local Councils/Epping Forest Branch and Essex Association of Local Councils/Essex County Council were noted.
- 102 Reports from Committees**
- 102.1 Planning**
The reports from the meetings held on 27th June, 11th, 25th July, 15th August, 5th and 19th September 2005 were NOTED.
- 102.2 Community**
The report from the meeting held on 20th July 2005 was NOTED.
- 102.3 Environment, Heritage and Leisure**
The report from the meeting held on 14th September 2005 was NOTED.
- 102.4 Finance and General Policy**
The report from the meeting held on 28th September 2005 was NOTED.
- 103 Councillor attendance at external meetings**
- 103.1** The members approved the attendance of Cllr R E Pearce at the course "Financial Risk and Internal Control Management" on 18th October 2005 and agreed to pay his expenses.
- 103.2** Cllr C C Pond was nominated to attend the Accessibility Planning meeting on 20th October 2005 and it was agreed to pay his expenses. Cllr K E Angold-Stephens was nominated as his substitute.
- 104 Reference from Finance and General Policy Committee Reserves Policy**
It was AGREED to adopt the Reserves Policy as below:
- 1 The amount of money held in General and Earmarked Reserves shall be identified at the end of each financial year and reported to Finance and General Policy Committee at the same time as the statutory Statements of Accounts. Where Earmarked Reserves include Capital Reserves and Unspent Loans, they will be specifically identified.
 - 2 Earmarked Reserves
The council will keep such sums in earmarked reserves as shall be considered necessary to support future expenditure on specific projects or as funds built up towards significant future revenue expenditure or to meet anticipated liabilities.
 - 3 General Reserves
 - 3.1 The council shall maintain a prudent level of general reserves sufficient to ensure it can meet its on-going commitments, respond to any need for emergency or unplanned expenditure, and overcome any cash flow difficulty which might arise.
 - 3.2 The council will normally aim to maintain general reserves at around 75%, within the range 70 to 80%, of net budgeted annual running costs, excluding growth items and items on which expenditure will be met by use of earmarked reserves.

“Net budgeted annual running costs” means the expenditure which each committee has estimated it will spend on its on-going services in the following year, less the income it expects to receive, after any adjustments to the budgets have been made by the Finance and General Policy Committee for any reason.

“Growth items” are additional discretionary items specifically identified by spending committees.

105 Accounts for payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
2692	Arwin Services	Cleaning at K Hall, Broadway toilet & Buck Crt	124.08	833.08
2693	DBJ (Woodford) Ltd	Door repairs at K Hall	52.78	354.38
DD	NatWest credit card	Diesel and travel	6.11	59.00
2694	Greenside Landscapes	Fencing repairs to RVRec	66.32	445.32
2695	Printing Supplies	Stationery	4.91	32.97
2696	British Gas Trading Ltd	Buck Crt	0.38	8.17
2697	EALC	Training fees		129.00
2698	Essex County Council	Community Centre Quality Inspectors' fee	168.85	1133.73
2699	The National Society of Allotment and Leisure Gardeners Ltd	Annual subscription	8.75	58.75
2700	TBS Hygiene	Bin emptying at WRPf	10.23	68.73
2701	Essex County Council	WRPF grounds maintenance	123.80	831.22
2702	Select Business Equipment Ltd	Stationery	11.76	78.96
2703	Royal British Legion (Loughton Branch)	Remembrance wreath		50.00
2704	London Energy	Buck Crt	12.59	264.37
2705	Hutton Construction Ltd	Community Centre construction	15,041.08	100,990.12

106 Exclusion of the Press and Public

The Council RESOLVED to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following items contain confidential information relating to the council's property affairs.

107 Reference from Finance and General Policy Committee – Council accommodation

The Committee discussed the report regarding the provision of additional office and storage space.

Cllr K E Angold-Stephens proposed the following motion, which was seconded by Cllr J Benjamin:

- 1 That this Council takes no further interest in acquiring no. 2 Buckingham Court, but that appropriate professional advice be considered as soon as possible on how to arrange accommodation within no. 1 Buckingham Court so as to optimise facilities for councillors, staff and the public, with the council and some (possibly all) committee meetings being held in our new Community Centre.

- 2 That a working group, consisting of the Town Mayor, committee chairs and the vice-chair of the Finance and General Policy Committee, be set up to make recommendations through the Finance and General Policy Committee to the Council by March 2006 on:
- (a) Arrangements for holding some or all council and committee meetings in the new Community Centre, consulting the Community Committee as necessary on the wider aspects of the use of the centre, and
 - (b) The arrangement of accommodation in no. 1 Buckingham Court, as above.

The motion was put to the vote and was carried.

Cllrs J Davis and P S Sheen wished their votes against the motion to be recorded.
Cllr M R M A Chalk wished her abstention to be recorded.

Cllr M L Daniel proposed a further motion, which was seconded by Cllr S M Harper:

That the Working Group set up from the previous motion expands its terms of reference to seek suitable premises for the council chamber and offices to be combined in the long term.

The motion was put to the vote and carried.

Signed.....
Date: 11th January 2006

LOUGHTON TOWN COUNCIL
COUNCIL MEETING

MINUTES of Council Meeting held on Wednesday 11th January 2006 at 7.45 pm at 1 Buckingham Court.

Present:

M W Wardle (in the Chair)		
K E Angold-Stephens	J Benjamin	R E Brookes (from Min. no. 113)
M R M A Chalk	L Daniel	
M L Daniel	J Davis (from min. no. 114)	
S M Harper	R E Pearce	R J Pennington
C C Pond	C P Pond	P S Sheen
R W Sheen	D J Wixley	J L Woods

Officers: L R Fuller (Town Clerk)
J Innis (Administrative Assistant)

108 Apologies for Absence

Apologies for absence were received from Cllrs C E Baggarley, W T Lattimore, B W Moore, E C Murphy and S Pewsey.

109 Public Questions

No questions had been received.

110 Confirmation of Minutes

The minutes of the meeting held on 12th October 2005 were CONFIRMED as a correct record and signed by the Chairman.

111 Declarations of Interest

No Declarations of Interest were made.

112 Questions Without Discussion

No questions had been received.

Cllr R E Brookes joined the meeting.

113 Town Mayor's Engagements and Announcements

The Town Mayor reported on his engagements as follows: Rugby Club dinner, War Memorial ceremony on 11th November 2005, re-opening of Bengal Spice restaurant, Light up a Life at Kings Green. Cllr Woods had attended the service on Remembrance Day and Cllr Harper had attended a carol service at Buckhurst Hill on behalf of the Town Mayor.

Cllr J Davis joined the meeting.

114 Matters for Report**114.1 Expenses/position of Deputy Town Mayor**

Under the present scheme the Deputy Town Mayor cannot claim allowances when standing in for the Town Mayor. It was agreed that the Deputy Town Mayor could claim travel and subsistence allowance under the scheme when attending events or functions in that capacity.

114.2 Voting as a commoner of Epping Forest – Min. no. 100.1

The members noted the report.

The Clerk further reported that it now appeared that the election was to be on 8th March 2006, not 9th March as had been anticipated, although this was not yet confirmed. In this case the proposal on the agenda could not be implemented. It was agreed:

- (1) if the election is on 9th March, then the nominated candidates will be reported to the Council meeting on 8th March and the Deputy Town Mayor will be instructed how to cast the vote as proxy for the council.
- (2) if the election is on 8th March, the Town Clerk or her nominated member of staff is delegated to exercise the vote as proxy for the council having consulted as many chairmen and vice chairmen as possible.

115 Reports from Members on Outside Organisations

115.1 The reports of the Essex County Council, Parish Passenger Transport meeting, The Roding Valley Nature Reserve Management Committee, Essex Association of Local Councils – Larger Local Councils' Forum, Community Health, Epping Forest Local Councils' Liaison Committee, Essex Association of Local Councils – Epping Forest Branch and Broadway Regeneration Steering Group were noted.

Cllr C C Pond reported County officers had agreed to set up a meeting with Transport for London to discuss their consultation arrangements. He suggested the representatives on the Epping Forest Local Councils' Liaison Committee raise the matter there.

Cllr C C Pond did not submit a written report on the transport accessibility meeting he attended on 25th October 2005 but reported that it was a workshop.

116 Reports from Committees**116.1 Planning**

The reports from the meetings held on 3rd, 17th, 31st October, 14th, 28th November and 12th December 2005 were NOTED.

116.2 Community

The report from the meeting held on 26th October 2005 was NOTED.

116.3 Environment, Heritage and Leisure

The report from the meeting held on 9th November 2005 was NOTED.

116.4 Finance and General Policy

The reports from the meetings held on 23rd November and 7th December 2005 were NOTED.

117 Council Structure Review Working Party

The Council noted the report. The proposed changes to Standing Orders would stand adjourned without discussion to the next ordinary meeting of the Council. Members were requested to retain the papers as they would not be reprinted in the next agenda.

118 Council Precept 2006/07**118.1 Community Committee income**

It was AGREED to increase fees and charges for the hiring of Kingsley Hall by 3%.

118.2 Service Recharges and Democratic Services

The report was noted.

118.3 Precept

The Chairman of Finance and General Policy Committee gave a report on the process by which the Committee had arrived at the recommendation for the precept. He also proposed an alteration to the recommendations shown on page 11 of the agenda item: Use from general reserves should read £89,250 and the Precept should read £570,700.

He then proposed the amended recommendation from Finance and General Policy Committee as a motion.

Cllr C C Pond proposed the following addition as an amendment to the motion:

“Provided that the proposed senior administrative officer post be offered as a fixed term appointment to 31st March 2007 with the possibility of extension or permanence if the Council’s finances at a review in mid-2006 so permit, that the priority for this post be the securing of external finance and that the Finance and General Policy priority list be amended accordingly.”

The Chairman of the Finance and General Policy Committee accepted the addition to his motion.

Cllr J Davis expressed concern at the use of general reserves to maintain the precept at a low level.

The estimates were agreed as below:

Budgeted running costs 2006/07	£559,333		
Forecast general reserves at 31.3.06	£486,354		
		Committee	Income
		Democratic Services	
		Planning	
		Finance & General Policy	
		Environment, Heritage & Leisure	25,600
		Community	28,500
		Use from earmarked reserves:	
		Finance and General Policy	4,000
		Environment, Heritage & Leisure	39,000
		Interest	45,000
		Net requirement	
		Use from general reserves	89,250
		Precept	
			659,950
			570,700

It was proposed and seconded that the council’s precept be £570,700 provided that the proposed senior administrative officer post be offered as a fixed term appointment to 31st March 2007 with the possibility of extension or permanence if the Council’s finances at a review in mid-2006 so permit, that the priority for this post be the securing of external finance and that the Finance and General Policy priority list be amended accordingly.

A vote was taken and the motion was CARRIED.

Cllr J Davis wished her vote against the motion to be recorded.

119 Accounts for payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
DD	NatWest credit card	Best Dressed Window competition engraving & diesel	10.58	71.00
2807	Homebase Ltd	Parks & Amenities Warden equipment, cemetery, Buck Crt	9.94	66.69
2808	Public Works Loans Account	Buckingham Court loan repayment		14,103.23
2809	EDF Energy 1 Ltd	Buck Crt & K Hall	22.07	463.41
2810	British Gas Trading Ltd	Buck Crt	4.65	97.65
2811	TBS Hygiene	Bin emptying at WRPF	10.23	68.73
DD	Compuserve	Subscription (December)		5.78
2812	Cash	Reimburse petty cash		43.36
2813	Loughton High Road Town Centre Partnership	Christmas lights grant		900.00

120 Exclusion of the Press and Public

The Council RESOLVED to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following item contains confidential information relating to property affairs.

121 Loughton Hall

Cllr J Davis declared a personal but non-prejudicial interest.
The members noted the report.

Signed.....

Date: **8th March 2006**

LOUGHTON TOWN COUNCIL

SPECIAL COUNCIL MEETING

MINUTES of Council Meeting held on Wednesday 8th February 2006 at 7.45 pm at 1 Buckingham Court.

Present:

J L Woods (in the Chair)	J Benjamin	M R M A Chalk
K E Angold-Stephens	J Davis	S M Harper
M L Daniel	B W Moore	R J Pennington
W T Lattimore	C C Pond	C P Pond
S Pewsey	D J Wixley	
P S Sheen		

Officers: L R Fuller (Town Clerk)
J Innis (Administrative Assistant)

122 Apologies for Absence

Apologies for absence were received from Cllrs C E Baggarley, E C Murphy, R E Pearce, R W Sheen and M W Wardle.

123 Order of Business

The Council agreed to suspend Standing Orders 4.3 (b,d,f-l).

124 Declarations of Interest

Cllr C C Pond declared a personal but non-prejudicial interest in agenda item 5 as he is a member of Essex County Council which is a major land owner adjacent to the site under discussion.

125 Exclusion of the Press and Public

The Council RESOLVED to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following item contained confidential information relating to property affairs.

126 Sports Facilities in Loughton

The members noted the report about the proposed disposal of the Britannia Club site by the Bank of England.

It was proposed and AGREED that the Council take no further action on purchase or lease of the site.

Signed.....
Date: **8th March 2006**

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of Council Meeting held on Wednesday 8th March 2006 at 7.45 pm at 1 Buckingham Court.

Present: J L Woods (in the Chair)
 K E Angold-Stephens
 M R M A Chalk (from Min. no. 130)
 J Davis
 R E Pearce
 C P Pond

J Benjamin
 M L Daniel (from Min. no. 130)
 W T Lattimore
 S Pewsey
 D J Wixley

R E Brookes
 B W Moore
 C C Pond

Officers: L R Fuller (Town Clerk)
 P Hoy (Properties and Projects Officer)

2 members of the public

127 Apologies for Absence

Apologies for absence were received from Cllrs Harper, Pennington, R W Sheen and Wardle.

128 Public Questions

No questions had been received.

129 Confirmation of Minutes

The minutes of the meetings held on 11th January and 8th February 2006 were CONFIRMED as correct records and signed by the Chairman.

Cllrs Chalk and M L Daniel joined the meeting.

130 Declarations of Interest

Cllr C C Pond declared a personal but non-prejudicial interest in Agenda item 13, as he is a member of Essex County Council.

131 Questions Without Discussion

No questions had been received.

132 Town Mayor's Engagements and Announcements

The Deputy Town Mayor reported on the Town Mayor's engagements as follows: Induction of Reverend Nina Coulthard at St. Michael's Church on 23rd January 2006, Celebration of Faiths Service at Theydon Bois held by Cllr Brian Sandler, Chairman of Epping Forest District Council.

133 Matters for Report

133.1 Voting as a commoner of Epping Forest – Min. no. 114.2

Cllr Woods reported that there were only two nominations for Verderers of Epping Forest, so no poll was required and Michael Davies and Richard Morris were elected.

134 Reports from Members on Outside Organisations

134.1 The report of the Essex Association of Local Councils – Larger Local Councils Forum was NOTED, although Cllr C C Pond disputed the report's inference that the number of representatives from local authorities on the Regional Assembly included one representative from each Parish and Town Council. Cllr Pearce reported verbally on the meeting of the Epping Forest Local Councils' Liaison Committee meeting held on 1st March 2006; matters raised included the draft council plan 2006 – 2010, Licensing Act 2003, highways – maintenance, refuse collection, Community Funds Initiative, planning and local government re-organisation.

135 Reports from Committees**135.1 Planning**

The reports from the meetings held on 3rd, 16th, 30th January, 13th February 2006 were NOTED.

135.2 Community

The report from the meeting held on 25th January 2006 was NOTED.

135.3 Environment, Heritage and Leisure

The report from the meeting held on 8th February 2006 was NOTED.

135.4 Finance and General Policy

The report from the meeting held on 22nd February 2006 was NOTED.

136 Members' Indemnity

The report was NOTED, and it was AGREED that outside bodies would be asked if they held indemnity insurance which would cover councillors acting in a decision making capacity in their organisations. They would also be asked about the constitutional possibility of councillors acting as observers. The Clerk informed the council of the premium for cover to defend a claim against a member alleged to have broken the code of conduct; this was referred to the Finance and General Policy Committee for consideration.

137 Council Structure Review Working Party

The Council AGREED to the recommendations of the Finance and General Policy Committee submitted in a report to the Council on 11th January 2006 (Min. no. 117). The following changes to the Standing Orders would apply from 17th May 2006:

- i) Delete existing SO 22.1 and replace with
 22.1 The following committees shall be Standing Committees of the Council and shall be constituted as shown.

Committee	Number of Members
Resources and General Services	Town Mayor and Deputy Town Mayor, plus seven other members
Planning and Licensing	Seven members
Recreation	Nine members
Environment and Heritage	Nine members

- ii) In 24.2, second sentence, delete "shall not also be" and replace with "may not serve as".

- iii) In 27, second line, add "of a committee" after "special meeting"

Third line, replace “three” with “four”

- iv) In 28, bold section, replace “less” with “fewer”
- v) Delete Appendix A and replace with

APPENDIX A

TERMS OF REFERENCE OF COMMITTEES

All committees have delegated power to act on behalf of the Council within their terms of reference, subject to standing orders 21.1(e), 21.2 and 30.

Resources and General Services Committee

The overall purpose of this committee is to ensure that the council's finances, staffing, and its statutory obligations are conducted in accordance with good practice, and to administer services which are not the responsibility of the other standing committees

- 1 To conduct effectively the Council's budgetary, financial and precepting responsibilities in accordance with statutory requirements, and to keep the smooth functioning of the Council's work under review.
- 2 To consider and keep under review:
 - (i) the main objectives of the Council.
 - (ii) all major or overall issues of policy affecting the town.
 - (iii) the development of existing, and introduction of new, services.
 - (iv) the order of priorities as between one service or project and another, and to advise other committees accordingly.
 - (v) relations with principal councils and neighbouring authorities
- 3 To consider the resources available to meet the Council's objectives in terms of land, finance and manpower and to advise other committees and the Council as required.
- 4 To consider the financial implications of the Council's plans and to recommend to the Council levels of expenditure in connection therewith.
- 5 To regulate and control the finance of the Council.
- 6 To consider estimates of this committee and of other committees of income and expenditure on continuing services and payments on capital account for the next and future financial years.
- 7 To review all charges and fees made or proposed by all committees.
- 8 To submit to the Council estimates of income and expenditure of the Council on continuing services and of payments on capital account for the next financial year and make a recommendation as to the precept to be demanded from the District Council.
- 9 To consider and approve as appropriate requests from other committees to incur expenditure greater than already approved by the Council, and also to consider any such requirement in respect of its own expenditure.
- 10 To have charge of the financial and accounting arrangements of the Council.

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- 11 To receive reports from the internal and external auditors.
 - 12 To approve the annual accounts.
 - 13 To consider and decide upon recommendations from service committees for variations in staffing.
 - 14 To hold overall responsibility for employment matters.
 - 15 To review Standing Orders, terms of reference of committees, terms of delegation to officers and Financial Regulations and recommend amendments to the Council.
 - 16 To be responsible to the Council for and review the effectiveness and efficiency of all services which do not fall within the province of any one committee.
 - 17 To consider all matters arising in relation to the boundaries of the town, the number of Town Councillors and elections of any kind within the town and make recommendations to the Council.
 - 18 To consider any matters affecting members, including members' allowances and the Council's Programme of Meetings.
 - 19 To be responsible for the Council's assets, records and archives, and for those of its predecessors.
 - 20 To be responsible for council properties such as Town Council Offices and other civic premises (save for council properties reserved to other committees according to their responsibilities).
 - 21 To be responsible for publicity matters, including the Annual Report, and to produce a town newsletter.
 - 22 To be responsible to the Town Mayor for press and public relations and civic hospitality and ceremonies.
 - 23 To be responsible for the council's electronic government arrangements, including the council's website
 - 24 To liaise as necessary with the residents of the town by holding community forums.
 - 25 To consider applications for grants and to approve any such grants.
 - 26 To draw up, review and maintain a local emergency plan.
 - 27 To be responsible for expenditure within the limits previously approved by the Council.

Planning and Licensing Committee

The overall purpose of this committee is to ensure informed local knowledge is brought to bear on planning and licensing applications and to convey those views in a timely way to the appropriate authority; and to contribute to the formation of planning policies.

- 1 To consider all applications received for planning consent within the town, other than those emanating from the Town Council itself, and to submit comments to the District

Council within appropriate time limits; also to consider any applications for planning consent in adjacent areas where such application would affect the well-being of the town and its residents.

- 2 To consider all appeals against planning refusal, non-determination or the imposition of conditions by the District Council within the town and to submit comments to the appropriate government department.
- 3 To consider any proposals relating to the regional, County or District plans and to submit comments to the appropriate body.
- 4 To consider key development and planning policies and issues and make recommendations to the relevant body or the Council.
- 5 To consider within the appropriate time limits whether to comment on behalf of interested parties to the Licensing Authority on applications for new or amended licences made under the Licensing Act 2003 or for any other licences.
- 6 To consider proposals for street naming and numbering.
- 7 To consider and submit to the Resources and General Services Committee estimates of income and expenditure on continuing services and on capital account for the following year.
- 8 To be responsible for expenditure within the limits previously approved by the Council.

Recreation Committee

The overall purpose of this committee is to discharge effectively and economically the Council's duties in the sphere of recreational and leisure activities and to develop policies in this area.

- 1 To consider and to implement, as appropriate, proposals for the promotion and development of sports, playing fields, recreation grounds, open spaces, and youth facilities.
- 2 To encourage and sponsor arts, recreational, social and cultural activities throughout the town.
- 3 To ensure the proper management of the recreation and amenity facilities provided by the Council insofar as there is no agreement in being for their management by another body.
- 4 To be responsible for matters relating to public and community halls, including those operated by the Council.
- 5 To consider and decide upon matters relating to safety, including home, water and community safety.
- 6 To consider any other general matters relating to the community and welfare of the town, e.g. youth services, health, crime and disorder.

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- 7 To maintain liaison with the District and County Councils and other local and regional bodies established for the promotion and/or management of any facilities or activities which fall within the committee's terms of reference.
 - 8 To consider and submit to the Resources and General Services Committee estimates of income and expenditure on continuing services and on capital account for the following year.
 - 9 To be responsible for expenditure within the limits previously approved by the Council.

Environment and Heritage Committee

The overall purpose of this committee is to discharge effectively and economically the Council's duties in relation to the environment of Loughton and its heritage, and to develop policies in this sphere.

- 1 To consider matters relating to the local environment in general, and to take any action as appropriate
- 2 To keep under review the historical facilities of the town and the need for further development of such activities.
- 3 To consider the amenities of the town generally, and to make recommendations for change as appropriate.
- 4 To liaise as necessary with other bodies on tourism, traffic, and transport, including public transport and road safety, and to make proposals as necessary.
- 5 To consider heritage issues, matters relating to conservation areas and the listing of buildings (except insofar as such matters fall under the remit of the Planning and Licensing Committee) and museums, and to make proposals as appropriate; to administer the Council's heritage plaque scheme.
- 6 To be responsible for the provision and maintenance of public seats, bus shelters and litter bins, and other street furniture as may be decided.
- 7 To be responsible for the operation of Loughton Cemetery and any other cemetery which is the responsibility of the Council.
- 8 To ensure the proper management of the allotment sites provided by the Council insofar as there is no agreement in being for their management by another body and to appoint or remove managers under the Allotments Acts 1908 to 1950.
- 9 To maintain liaison with the District and County Councils and other local and regional bodies established for the promotion and/or management of any facilities or activities which fall within the committee's terms of reference.
- 10 To consider environmental policies and issues and make recommendations to the relevant body or the Council.
- 11 To consider and submit to the Resources and General Services Committee estimates of income and expenditure on continuing services and on capital account for the following year.

- 12 To be responsible for expenditure within the limits previously approved by the Council.

General matters delegated to all committees

- 1 Approval of requests from a member for leave of absence.
 - 2 Approval of duties carried out by members, for the purposes of paying allowances.
 - 3 Responses to consultations on subjects within their terms of reference.
 - 4 Approval of accounts for payment.
- vi) Appendix B
Replace title with
"Right of members of the public to address the Planning and Licensing Committee"
No. 1: First line, delete "Planning"; second line, add "or licensing" after "planning"
No. 4: delete "planning"
- vii) Appendix C
Replace title with
"Right of members of the public to address meetings of standing committees of the Council other than the Planning and Licensing Committee"
No. 1, second line, add "and Licensing" after "Planning"

Cllr C C Pond reminded the Council that the Council Structure Review Working Party was to continue with its review.

138 Epping Forest District Council Draft Council Plan 2006-10

Cllrs Angold-Stephens and C P Pond both declared a personal but non-prejudicial interest in this item, as they are members of Epping Forest District Council.

The Council requested the District Council to include a statement that it would deliver completion of the whole of the Loughton High Road town centre enhancement as soon as capital receipts permit, and in any event before the end of 2009. The District Council would also be asked to insert into the plan "We will strive to improve our relations with local councils through formal and informal consultation and by devolving to them (especially the larger councils) services that can be better provided by first-tier authorities".

139 To consider the following motion submitted by Cllrs Pearce and Woods

The motion was discussed and it was RESOLVED that the Council noted with great concern the backlog of routine highway and footpath maintenance in Loughton, the extreme slowness in correcting minor defects, etc., and the deterioration in service that appeared to have occurred since Essex County Council resumed direct control of this service in April 2005.

The Council instructed the Clerk to write to the Chief Executive and Cabinet Members of Essex County Council to seek an urgent meeting on this issue, and to communicate with the press. It was confirmed that Cllr Rodney Bass was the relevant cabinet member to contact.

It was AGREED that, notwithstanding the application of Standing Order 5.4, this action should be taken immediately.

140 Accounts for payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
2866	Thames Water Utilities Ltd	Cemetery		92.56
2867	AtoZ Supplies	Electrical equipment testing	19.60	131.60
2868	LWC Engineering	Street finger post signs	533.75	3,583.75
2869	Royal Mail Group plc	Newsletter delivery		909.38
2870	Arwin Services	Cleaning at Buck Crt, KHall & Broadway toilet		880.08
DD	NatWest credit card	Office equipment & travel	12.99	99.83
2871	Public Works Loans Account	Land in North Loughton		5,131.25
2872	Chubb Fire Ltd	Fire extinguishers maintenance at Cemetery	4.15	27.85
2873	Epping Forest District Council	Refuse collection at KHall & Cemetery	99.75	669.81
2874	Hutton Construction Ltd	Community Centre construction	30,993.41	208,098.62

Signed.....

Date: 3rd May 2006

LOUGHTON TOWN COUNCIL
COUNCIL MEETING

MINUTES of Council Meeting held on Wednesday 3rd May 2006 at 7.45 pm at 1 Buckingham Court.

Present:

J L Woods (in the Chair)	C E Baggarley	J Benjamin
K E Angold-Stephens	M R M A Chalk	L Daniel
R E Brookes	J Davis	S M Harper
M L Daniel	R E Pearce	R J Pennington
W T Lattimore	C C Pond	C P Pond
S Pewsey	D J Wixley	
P S Sheen		

Officers: L R Fuller (Town Clerk)
J Innis (Administrative Assistant)

141 Apologies for Absence

Apologies for absence were received from Cllrs B W Moore, R W Sheen and M W Wardle, and Cllr L Daniel for a late arrival.

142 Public Questions

No questions had been received.

143 Confirmation of Minutes

The minutes of the meeting held on 8th March 2006 were CONFIRMED as a correct record and signed by the Chairman.

144 Declarations of Interest

Cllr C C Pond declared a personal but non-prejudicial interest in agenda item 7.2 – Highways issues as he is a member of Essex County Council.

145 Questions Without Discussion

No questions had been received.

146 Town Mayor's Engagements and Announcements

There was no report of the Town Mayor's engagements.

Cllr C C Pond had attended the official opening of the Loughton Library on 22nd April 2006 on behalf of the Town Mayor.

147 Matters for Report**147.1 Members' Indemnity – Min. no. 136**

An up-dated summary of responses was circulated.

It was reported Essex County Council Parish Passenger Transport, Loughton Police Community Forum, Loughton Gateway Project Steering Group and the Focus groups had no executive powers. Any representatives on an organisation that had not replied would make enquiries at their next meeting and report back to the next meeting of the council.

147.2 Highways issues – Min. no. 139

The Clerk reported on communication with Essex County Council and with the press on this issue. Two dates had been offered for a meeting with Rodney Bass and Tony Ciaburro. The council decided to accept 5 pm on 12th June, at Buckingham Court.

Councillors nominated to attend were Cllrs K Angold-Stephens, M Chalk, M L Daniel, J Davis, W Lattimore, R Pearce, C C Pond and J L Woods.

Cllr L Daniel joined the meeting.

148 Reports from Members on Outside Organisations

148.1 To receive brief reports from representatives on outside organisations

The report of the Community Health – Primary Care Consultative group was NOTED.

The Clerk reported that representatives had been asked to provide a short written annual report on the organisation's activities over the past year but the request was not made in time for this meeting.

149 Reports from Committee

149.1 Planning

The reports from the meetings held on 27th February, 13th, 27th March, 10th April 2006 were NOTED.

149.2 Community

The report from the meeting held on 22nd March 2006 was NOTED with a question about the commissioning and opening of the Community Centre.

149.3 Environment, Heritage and Leisure

The report from the meeting held on 5th April 2006 was NOTED.

149.4 Finance and General Policy

The report from the meeting held on 19th April 2006 was NOTED with a question about the Accommodation Working Group.

150 Provision for Members of the Public to address Council Committees

As the changes had not apparently caused any difficulties, it was AGREED that no further change was required.

151 Annual Town Meeting 2006

The report from the Annual Town Meeting was noted

The question about fast food outlets was referred to the Planning Committee with particular reference to the local plan provision for 30% non-retail use. The question about the Town Centre Enhancements was referred to Environment, Heritage and Leisure, with a request for further information from Epping Forest District Council.

152 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
2936	Suzanne Harper	Members' allowances/expenses		25.00
2937	Roger Pearce	Members' allowances/expenses		19.50
2938	Joan Davis	Members' allowances/expenses		24.70
2939	Ken Angold-Stephens	Members' allowances/expenses		19.50
2940	Rosemary Brookes	Members' allowances/expenses		19.50
2941	David Wixley	Members' allowances/expenses		19.50
2942	Caroline Pond	Members' allowances/expenses		19.50
2943	Janet Woods	Members' allowances/expenses		19.50
2944	Christopher Pond	Members' allowances/expenses		19.50
2945	Richard Pennington	Members' allowances/expenses		19.50
2946	Ellen Murphy	Members' allowances/expenses		19.50
2947	Margaret Chalk	Members' allowances/expenses		19.50

2948	Peter Sheen	Members' allowances/expenses		19.50
2949	Epping Forest District Council	Rates; Buck Crt, K Hall, RVRec & WRPF Ch Rms		1,696.00
2950	TBS Hygiene	Installation of seats & litter bins	211.83	1,422.33
2951	Acumen Wages Service	Payroll (April) and year end	11.43	76.73
2952	EALC	Training fees		26.00
2953	J McLintock & Sons Ltd	Buck Crt plumbing repairs	33.55	225.30
2954	Epping Forest District Council	Grounds maintenance contract 2005/06	15,530.12	104,273.68
2955	Essex Telecom Installations Ltd	Buck Crt data & telephone installation	124.25	834.25
DD	NatWest	Diesel & office equipment	18.38	123.40

Signed.....
Date: 17th May 2006